



**PROPERTY APPRAISER / INVESTIGATOR
PERMANENT-FULL TIME**

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent Full-time Property Appraiser Investigator. Our Office is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

Duties of the position include:

- Conduct investigations of complaints involving technical appraiser issues, as well as unethical or illegal activity against licensed real estate appraisers.
- Conduct and review appraisals, market research and analysis on all types of properties.
- Identify deficiencies in appraisal reports under investigation, form an opinion as to whether the analyses, opinions and conclusions in the report are appropriate and reasonable.
- Determine if there have been violations of the Uniform Standards of Professional Appraisal Practice (USPAP) and/or federal and State laws or regulations.
- Locate and interview witnesses, and analyze and evaluate testimony; examine a variety of records and data to secure or verify information concerning suspected violations; gather, assemble, preserve, and report facts, statements, or affidavits and other evidence for use in legal actions and appear as a witness to present facts and evidence supporting administrative action or criminal prosecution at legal or administrative proceedings.
- Conduct reviews of appraisal experience logs and work samples to determine that applicants meet the minimum experience requirements for appraiser licensing and certification.
- Conduct on-site audits of appraiser records to verify claims of experience and education.
- Consult with and advise management and administrative staff on technical issues concerning real estate appraisal methods, compliance, and professional standards and ethics; act as technical advisor; and investigate and recommend administrative citations and fines.
- Perform on-site audits of accredited real estate appraisal courses to assure conformance with educational requirements for licensing and certification.
- Conduct investigations of educational course providers against which complaints have been filed.
- Analyze licensing and certification and compliance policy and procedures and recommend the adoption of new procedures or the revision of existing policy or procedures for statewide implementation.
- Interpret and explain Enforcement policies and procedures, federal standards of competency and professional ethics, as well as federal and state law and regulations to members of the appraisal industry, financial institutions, government agencies and the public.

Desirable Qualifications:

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to interpret and apply laws, rules, regulations, policies and procedures

Salary Range: PA/I \$4736 - \$5755

Who may apply:

Current State employees at the Property Appraiser/Investigator or Sr. Property Appraiser/Investigator level, individuals, who are transferable to the class, have reinstatement rights or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 10-009 on your application in order to be considered for this position.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Elizabeth Seaters
Supervising Property Appraiser/Investigator
(916) 552-9742

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: November 9, 2010

Applications may be obtained from the SPB website at <http://www.spb.ca.gov> Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be invited to interview.